



Manager's Report

for Council Meeting of January 25, 2005

FINANCE

Listed below are new businesses licensed during this period:

Business Name

Auto Masters of VA (new owner)
Catoctin Blueprint (new owner)
Clifton Cars
CMM & Associates LLC
E Z Car Wash (new owner)
Exceptions
GO Masonry
Innovative Products Group Inc
J Morris Flowers LLC
Leesburg Paralegal Services
Maximum Acceleration
My Impression LLC
Salon at Morningside House
Simplex Data Solutions
Tanning Center of Leesburg (new owner)
Tester Fine Arts Studio
Time-after-Time
Wolff, Donna

HUMAN RESOURCES

New Hires and Terminations for the Period January 10, 2005 to January 18, 2005

New Hires

Joanne Cunningham
Megan Brynes
Carrie Cline
Kenneth Eshbaugh

Position

HR Generalist
Police officer
Police officer
Maintenance Mechanic

Department

HR
Police
Police
Utilities

Promotions

Donald Obert
Twila Dew

Fitness Attendant II
Executive Associate I

Parks & Rec
Executive

Transfers

Separations

Jorge Farromeque

Position

Custodian

Department

Parks & Rec

Retirements

PLANNING, ZONING & DEVELOPMENT**PLANNING DIVISION**

MANAGER'S REPORT DIVISION OF CURRENT PLANNING PLAN REVIEW ACTIVITY			
PLANS REVIEWED DURING THE PERIOD OF: JANUARY 4, 200 – JANUARY 18, 2004			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Potomac Station Retail, (Parcel B) (At the northeast corner of the intersection of Battlefield Parkway and East Market Street)	Irrigation Plan	1 st	Proposal to irrigate various landscaped areas within the site.
Tavistock Farms, Section 15, 16 & 17 TLPD-2004-0024/DP-2000-07 (At the southeast corner of the intersection of Tavistock Drive and Battlefield Parkway)	Condominium Documents	1 st	Documents related to the construction of 300 condominium units and related infrastructure
Exeter Neighborhood Center TLPF-2004-0014/DP-89-02 (At the northwest corner of the intersection of Battlefield Parkway and the Leesburg Bypass)	Preliminary/Final Development Plan	6 th	Proposal to construct a 40,000 square foot retail center
Loudoun County Fire & Rescue Training Center Expansion (Courage Court)	Loudoun County Plan Referral	2 nd	Proposal to expand the fire & rescue training center
Cardinal Industrial Park, Lot 8A (Jerry's Ford storage yard) TLSE-2003-0007 (0-100 block of Cardinal Park Drive)	Special Exception Referral	1 st	
Leesburg Plaza Shopping Center TLPF-2004-0023 (East Market Street near Plaza Street)	Preliminary/Final Development Plan	2 nd	Proposal to renovate retail square footage on 16 acres
Evaluation proposals for construction management and project management services	Capital Improvement Plan		

PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: DECEMBER 7, 2004 – JANUARY 3, 2005			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
ECHO/Lawson Road Industrial Park, Parcel 1B TLPF-2004-0017	Preliminary/Final Development Plat	2 nd	Proposal to construct 258,500 square feet of warehouses with accessory office on one lot covering 4.2 acres.
Best Buy at Potomac Station (At the northeast corner of the intersection of Battlefield parkway and East Market Street)	Request for Preliminary/Final Authorization	1 st	Proposal to revise the footprint to approved plan to accommodate specific use.
Loudoun County Fire & Rescue Training Center Expansion (Courage Court)	Loudoun County Plan Referral	2 nd	Proposal to expand the fire & rescue training center
Simpson Middle School Building Addition TLDW-2005-0001 (409 Evergreen Mill Road)	No Adverse Impact Plan/Development Plan Waiver	1 st	
Evaluation of proposals for construction management and project management services	Capital Improvement Plan		
Town of Leesburg utility maintenance buildings	Capital Improvement Plan	3 rd	

Nextel Monopole at Fort Evans Plaza DP 2002-21 (behind Food Lion)	No Adverse Impact Plan/Development Plan Waiver	2 nd	
Potomac Station Retail, Parcel B convenience store TLSE-2004-0004 (At the northeast corner of the intersection of Battlefield Parkway and East Market Street)	Special Exception	3 rd	

**PLANS APPROVED OR RECORDED DURING THE PERIOD OF:
JANUARY 4, 2005 – JANUARY 18, 2005**

Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Stowers, Phase 3, Section 4	Final Plat	2 nd	<i>Approval, ready for recordation of subdivision for 52 single-family detached residential dwellings and ROW dedication</i>
Stowers, Phase 3, Section 4	Construction Drawings	5 th	<i>Approval of construction drawings for 16 single-family detached residential dwellings and related public infrastructure including a road realignment of Lawson Road</i>

ZONING DIVISION

Zoning Permits Issued Residential

2 SFD at Stowers - \$100,000

8 SFA at Potomac Crossing - \$55,000

Zoning Permits Issued Commercial

950 Edwards Ferry Road, Wal-Mart - interior fit-up - \$200,000

241 Ft Evans Road, Leesburg Premium Outlet Mall - interior fit up - \$300,000

Occupancy Permits Issued Residential

1 SFA at Potomac Crossing

3 SFD at Stowers

24 Multi-Family at Strafford

Occupancy Permits Issued Commercial

1065 Edwards Ferry Road

ZONING DIVISION

Special Exceptions: 27 Active or Under Review for Acceptance

1. TLSE-2003-0007, 9 Cardinal Park Drive (Jerry's Ford): Located in the southwest quadrant of the intersection of Trailview Boulevard and Cardinal Park Drive. The applicant, John's Ford, Inc. t/a Jerry's Leesburg Ford, seeks special exception approval for an outdoor vehicle storage use on a portion of a 3.58-acre parcel. The plans were rejected for review on November 19, 2003. The applicant submitted a traffic study on November 12, 2004 and the revised application has been accepted. First submittal comments were sent to the applicant.

2. TLSE-2004-0002 Leesburg Plaza West: Located on north side of East Market Street behind the Long & Foster building. The applicant seeks special exception approval to permit a 3,663 square foot bank with three drive-thru lanes on a proposed 54,000 square foot pad site. The plans were accepted for review on February 18, 2004. The applicant has requested that staff delay review until further notice.

3. TLSE-2004-0003 Leesburg Plaza East: Located at the northwest quadrant of the intersection of Plaza Street and Market Street (in front of the Office Depot store). The applicant seeks special exception approval to permit a 3,244 square foot bank with two drive-thru lanes on a proposed 34,590 square foot pad site. The plans were accepted for review on February 18, 2004. The applicant has requested that staff delay review until further notice.
4. TLSE-2004-0004 Potomac Station Gas Station/Convenience Store: Located at the southeast quadrant of the intersection of Battlefield Parkway and Potomac Station Drive. The applicant seeks to build a 2,900 square foot convenience store with eight (8) gas pumps and a 1,012 square foot car wash. The application was officially accepted for review on March 4, 2004. Second submission reviewed and comments were mailed to the applicant on August 25, 2004 and staff is awaiting re-submittal of the third revision. The third submission was received and review comments are due February 2, 2005.
5. TLSE-2004-0005 Stanfield at Greenway: Located at 1241 S. King Street (the old Greenway Manor and outbuildings). The applicant, Stanfield Company, L.L.C., seeks special exception approval to build a 300-seat conference center in the existing manor house. The plans were submitted on March 9, 2004 and were officially rejected on March 22, 2004 due to deficiencies in the required traffic study and a lack of required owners' signatures.
6. TLSE-2004-0006 Catoctin Circle Center – Bank Drive-Thru: Located along Catoctin Circle, S.E. (behind the Giant grocery store). The applicant, Waterford Holdings L.L.C., seeks special exception approval to build a 10,000 square foot bank with drive-thru windows. The application was officially accepted for review on April 16, 2004. Staff comments on the second submission were issued on August 18, 2004 and third submission plans were received on October 1, 2004. The Planning Commission public hearing was held on December 2, 2004. The Planning Commission recommended conditional approval on December 16, 2004 and the Town Council public hearing is scheduled for January 25, 2005.
7. TLSE-2004-0007 Catoctin Circle Center – Parking Garage: Located along Catoctin Circle, S.E. (behind the Giant grocery store). The applicant, Waterford Holdings L.L.C., seeks special exception approval to build a 120,000 square foot parking garage for 400 vehicles. The application was officially accepted for review on April 16, 2004. Staff comments on the second submission were issued on August 18, 2004. The Planning Commission public hearing was held on December 2, 2004. The Planning Commission recommended conditional approval on December 16, 2004 and the Town Council public hearing is schedule for January 25, 2005.
8. TLSE-2004-0008 Meadowbrook Bank Drive-Thru-EAST: Located along the east side of Rt.15 South, opposite Greenway Farm. The applicant, Centex Homes, requests a 5,000 square foot bank with a drive-thru window. The application was submitted on April 7, 2004 and was officially accepted for review on May 4, 2004. Staff comments were issued on July 28, 2004 and the second submission was received on November 19, 2004. Staff review comments are due on January 21, 2005.
9. TLSE-2004-0009 Meadowbrook, Bank Drive-Thru-WEST: Located along the east side of Rt.15 South, opposite Greenway Farm. The applicant, Centex Homes, requests a 5,000 square foot bank with a drive-thru window. The application was submitted on April 7, 2004 and officially accepted for review on May 4, 2004. Staff comments were issued on July 28, 2004 and the second submission was received on November 19, 2004. Staff review comments are due on January 21, 2005.

10. TLSE-2004-0010 Meadowbrook, Convenience Store/Gas Pumps: Located along the east side of Rt.15 South, opposite Greenway Farm. The applicant, Centex Homes, requests a 7,000 convenience store with 12 gas pumps. The application was officially accepted for review on May 4, 2004. The staff comments were issued on July 28, 2004 and the second submission was received on November 19, 2004. Staff review comments are due on January 21, 2005.
11. TLSE-2004-0011 Hertz Rent-A-Car: Located at 4 Cardinal Park Drive, S.E. in an existing auto body repair shop (Craftsman Auto Body). The applicant requests approval to rent autos to auto body shop patrons. The application was submitted April 8, 2004, resubmitted May 4, 2004, and rejected for acceptance on May 12, 2004. The application resubmitted and accepted for review on October 5, 2004. Second submission review comments were forwarded on November 12, 2004 and second submission plans being prepared by the applicant.
12. TLSE-2004-0013 Fort Evans Plaza II-Mixed Retail: Located on the North side of Fort Evans Road, opposite the Sycamore Hill subdivision. The applicant requests approval for 238,715 square feet of mixed retail. The application was submitted on April 19, 2004, resubmitted on April 28, 2004 and officially accepted for review on May 11, 2004. Staff comments were issued on August 20, 2004, and revised plans were received on October 5, 2004. Second submission review comments were forwarded on November 12, 2004 and third submission plans were submitted on December 6, 2004. The Planning Commission public hearing is scheduled for February 3, 2005.
13. TLSE-2004-0014 Fort Evans Plaza II- Bank NORTH: Located on the north side of Fort Evans Road, opposite the Sycamore Hill subdivision. The applicant requests approval for a 4,500 square foot bank with a drive-thru window. The application was submitted on April 19, 2004, resubmitted on April 28, 2004 and officially accepted for review on May 11, 2004. Staff comments were issued on August 20, 2004, the application was resubmitted on October 4, 2004 and second submission review comments were forwarded on November 12, 2004. Third submission plans were submitted on December 6, 2004. The Planning Commission public hearing is scheduled for February 3, 2005.
14. TLSE-2004-0015 Fort Evans Plaza II- Bank SOUTH: Located on the north side of Fort Evans Road, opposite the Sycamore Hill subdivision. The applicant requests approval for a 4,500 square foot bank with a drive-thru window. The application was submitted on April 19, 2004, resubmitted on April 28, 2004, and officially accepted for review on May 11, 2004. Staff comments were issued on August 20, 2004, the application was resubmitted on October 4, 2004 and second submission review comments were forwarded on November 12, 2004. The third submission plans were submitted on December 6, 2004. The Planning Commission public hearing is scheduled for February 3, 2005.
15. TLSE-2004-0016 Fort Evans Plaza II- Fast Food Restaurant/ Drive-Thru: Located on the north side of Fort Evans Road, opposite the Sycamore Hill subdivision. The applicant requests approval for a 3,000 square foot fast food restaurant with a drive-thru window. The application was submitted on April 19, 2004, resubmitted on April 28, 2004, and officially accepted for review on May 11, 2004. Staff comments were issued on August 20, 2004, the application was resubmitted on October 4, 2004, and staff comments were forwarded on November 12, 2004. Third submission plans were submitted on December 6, 2004. The Planning Commission public hearing is scheduled for February 3, 2005.

16. TLSE-2004-0018 Gatehouse Networks/Edwards Landing: Located along Woods Edge Drive, N.E. at the intersection of Chickasaw Place. The applicant, Gatehouse Networks, requests permission to build a 448 square foot equipment building with three satellite dishes on HOA property. The plans were submitted on June 10, 2004 and were officially rejected on June 22, 2004 due to failure to meet minimum submission requirements. The plans were resubmitted and accepted on September 20, 2004, and staff comments were issued on October 1, 2004. A letter was sent on December 29, 2004 notifying the applicant of a withdrawal of his application, per Zoning Ordinance Section 3.3.14., if revisions are not received within four weeks.

17. TLSE-2004-0019 Village at Leesburg – Residential Land Bay “A”: Located on the south side of Route 7, east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build 85 apartment units in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, and the second submission was received on November 4, 2004. Staff review comments were forwarded to the applicant on December 21, 2004, and a third submission is required before proceeding to the Planning Commission for a public hearing.

18. TLSE-2004-0020 Village at Leesburg – Parking Garage #1 in Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 105,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. A third submission is required before proceeding to the Planning Commission for a public hearing.

19. TLSE-2004-0021 Village at Leesburg – Parking Garage #2 in Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc., requests permission to build a 70,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. A third submission is required before proceeding to the Planning Commission for a public hearing.

20. TLSE-2004-0022 Village at Leesburg – Parking Garage #3 in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 49,000 square foot parking garage in the PRC Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. A third submission is required before proceeding to the Planning Commission for a public hearing.

21. TLSE-2004-0023 Village at Leesburg – Parking Garage #4 in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 72,000 square foot parking garage in the PRC Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to

the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. A third submission is required before proceeding to the Planning Commission for a public hearing.

22. TLSE-2004-0024 Village at Leesburg – Bank with Drive-Thru in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 5,000 square foot bank with 5 drive-thru lanes and an ATM in the PRC Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. A third submission is required before proceeding to the Planning Commission for a public hearing.

23. TLSE-2004-0025 Village at Leesburg – Parking Garage #5 in Land Bay “E”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 108,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. A third submission is required before proceeding to the Planning Commission for a public hearing.

24. TLSE-2004-0026 Village at Leesburg – Hotel in Land Bay “E”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 118,000 square foot hotel with 115 rooms in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were due December 6, 2004. The applicant is to supply additional information based on staff comments.

25. TLSE-2004-0027 Arby's at Potomac Station Retail Center: Located in the southeastern quadrant of the intersection of Battlefield Parkway and Potomac Station Drive in the Potomac Station Shopping Center. The applicant, Master Design of Fairfax, Va., requests permission to build a 3,250 square foot fast food restaurant with a drive-thru window on a 0.93 acre pad site. The application was submitted on July 2, 2004 and was officially rejected on July 14, 2004 due to failure to meet minimum submission requirements. The application was revised, resubmitted, and officially accepted on August 5, 2004. The application was deferred Until December 20, 2004 by the Board of Architectural Review on November 15, 2004. Staff has completed the second submission review, and a Planning Commission public hearing is scheduled for January 20, 2005.

26. TLSE-2004-0028 Loudoun National Bank: Located at 204 Catocin Circle, S.E. (adjacent to the new Loudoun Motor Sports building). The applicant Loudoun National Bank requests permission to construct a 10,750 square foot building with 6,000 square feet of bank uses, including a drive-thru window in the B-2 District. The application was submitted on July 6, 2004, and officially accepted for review on July 14, 2004. The first submission review comments were mailed to the applicant on August 24, 2004, the second was submission received on November 24, 2004 and staff referrals were due on December 22, 2004. A Planning Commission public hearing is scheduled for January 20, 2005.

27. TLSE-2004-0029 Loudoun County High School Renovation: Located at 415 Dry Mill Road. The renovation is to improve and modernize the existing facilities. Renovations are predominately to the interior of the main building with an expansion at the gymnasium area. The application was accepted on December 30, 2004 and first submittal comments are being referred. A joint public hearing with the Town Council and the Planning Commission is scheduled for March 8, 2005.

Rezoning: 6 Active or Under Review for Acceptance

1. TLZM-2002-0005 Misty Ridge Rezoning: Located on the east side of Sycolin Road across from the Stratford planned development. The applicant, D.R. Horton Company, seeks to rezone 7.9 acres from R-1 to R-4 to permit 17 single family detached residential units on the property. Staff received revised plans on May 30, 2003. The Planning Commission public hearing has been rescheduled at the applicant's request to provide additional time for staff and the applicant to address outstanding issues.
2. TLZM-2003-0005 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant, Waterside at Leesburg, LC, c/o ESDC, Inc., seeks to rezone approximately 51.5 acres from R-6, B-2 and B-3 to PRN to permit 196 residential units. The plans were accepted for processing on November 21, 2003, revised plans were submitted on May 4, 2004, and second submission reviews were forwarded to the applicant on August 3, 2004. Staff is currently waiting for plans to be resubmitted. On October 26, 2004 An indefinite extension of the twelve-month review deadline was granted by the applicant.
3. TLZM-2004-0001 Meadowbrook: Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. The applicant, Centex Homes, seeks to rezone 324 acres from R-1 to PRC (Planned Residential Community) to permit 1,356 dwelling units and 275,000 square feet of commercial uses on the property. The application was officially accepted for review on May 4, 2004, staff comments were issued on July 28, 2004, and Staff is currently waiting for plans to be resubmitted. The applicant had indicated a target date of November 15, 2004 for submission of revised plans. The second submission was received on November 19, 2004, and staff review comments were due on December 27, 2004.
4. TLZM-2004-0002 Stanfield Properties at Greenway Farms: Located at 1241 S. King Street (the old Greenway Manor and outbuildings). The applicant, Stanfield Company, L.L.C., seeks amendments to the approved Concept Development Plan and Proffer Statement for ZM-101 Allman Property to build a 300-seat conference center in the existing manor house and a 400-seat performing arts center. The plans were submitted on March 9, 2004 and were officially rejected on March 22, 2004 due to deficiencies in the required traffic study and a lack of required owners' signatures.
5. TLZM-2004-0005 Village at Leesburg: Located on the south side of Route 7 east of Cochran Mill Road (old Leesburg Commons property). The applicant, KSI services, Inc., seeks to rezone 158.45 acres from the I-1 District to B-4 (89.51 acres) and PRC (60.60 acres) to permit 635 residential dwelling units and 1,010,400 square feet of nonresidential uses on the property. The plans were submitted on June 11, 2004 and were officially rejected on June 24, 2004. The plans were resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review

comments were forwarded to the applicant on December 21, 2004. A third submission is required before proceeding to the Planning Commission for a public hearing.

6. TLZM-2004-0006 Kincaid Forest: Located at the southwest corner of Battlefield Parkway and Kincaid Forest Boulevard, the property is approximately 6.34 acres in size. The applicant, Towns at Kincaid LLC, seeks to amend the concept plans for Kincaid Forest to substitute thirty-eight townhome dwelling units for 20,040 square feet of commercial/office/retail space. The application was officially accepted for review on October 1, 2004, the first submission review comments were sent to the applicant on November 15, 2004, and second submittal review comments were due on January 15, 2005. A preview meeting is scheduled for February 3, 2005.

Town Plan Amendments: 3 Active or Under Review for Acceptance

1. TLTA-2003-0001 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant, Waterside at Leesburg, LC, c/o ESDC, Inc., seeks to amend the Transportation Element of the 1997 Town Plan to eliminate the extension of the Dulles Greenway from its interchange with the Route 15 Bypass to Catoctin Circle. The amendment was accepted for processing on November 21, 2003, revised plans were submitted on May 4, 2004, and second submission review comments were forwarded to the applicant on August 3, 2004. An indefinite extension of the twelve-month review deadline was granted by the applicant on October 26, 2004.

2. TLTA-2004-0001 Meadowbrook: Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. The applicant, Centex Homes, seeks to amend the Transportation Element of the 1997 Town Plan to relocate Battlefield Parkway across the property. The application was officially accepted for review on May 4, 2004, staff comments were issued on July 28, 2004, and the second submission was received on November 19, 2004. The applicant has withdrawn the application as of November 19, 2004.

3. TLZM-2004-0005 Village at Leesburg: Located on the south side of Route 7 east of Cochran Mill Road (old Leesburg Commons property). The applicant, KSI Services, Inc., seeks to amend the Transportation Element of the 1997 Town Plan to replace the cloverleaf interchange at the intersection of Route 7 and River Creek Parkway with a diamond interchange. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, and the second submission was received on November 4, 2004. Staff review comments were forwarded to the applicant on December 21, 2004. A third submission is required before proceeding to the Planning Commission for a public hearing.

Zoning Ordinance Amendments:

None

Board of Zoning Appeals Cases

Case BZA 05-01 Mark Reed- Variance request to permit an accessory structure (tool shed) in the front yard of the residence at 17865 Leeland Orchard Road, NW. Section 10.4.5 C.1. of the Zoning Ordinance requires an accessory structure to be located in the side or rear yard in compliance with the setbacks of the same section. A Planning Commission public hearing was held on Monday January 3, 2005. The applicant has requested a deferral until the February 7, 2005 meeting.

Board of Architectural Review Cases

The next Board of Architectural Review meeting is scheduled for January 19, 2004 at 7:30 PM.

WATER & SEWER ADMINISTRATION**During this time frame:**

- 23 Public Facility Permits were issued totaling \$256,799.00.
- 19 work orders were issued for meter sets.
- 15 requests for occupancy inspection were issued.

Capital Projects Update:

- 9 plans were received and reviewed with two requests for water and sewer system computer modeling received.
- The Woodlea Manor Pump Station bid has been accepted and the project is proceeding for Council approval.
- The Loudoun County Board of Supervisors has approved the commission permit for the expansion of the Kenneth B. Rollins Water Treatment Plant and the site plan has been submitted for review.
- The miscellaneous water system improvement project has been advertised and bids are due on January 21, 2005.
- A proposal for design of the two new storage tanks is being negotiated with the engineering firm.
- Aref Etemadi, Kathleen Leidich, Amy Wyks, Steve Cawthron and Mac Romberg will be attending an Environmental Management Seminar (EMS) sponsored by Virginia Tech in Roanoke. The staff will be educated in evaluating and preparing an EMS plan for the Water Pollution Control Facility and will also be implemented at other facilities.

UTILITY LINES DIVISION**Routine items include:**

- turn on's and off's
- water meter readings
- complaint investigations
- rodding and cleaning sanitary sewer trouble spots
- marked water and sewer lines for contractors and citizens
- vehicle and ditch maintenance
- bush hogging
- installed a new blow-off hydrant at South King Street and Evergreen Mill Road.
- cleaned the sanitary sewer main in the Northeast.
- cleaned the Goose Creek, River Creek, Potomac Station, Big Springs and Old Waterford Knolls pumping stations.
- cleaned three pits at the Wastewater Treatment Plant.
- worked with Am-Liner on the shortliner project.
- worked with Tri-State on grouting laterals.

Summary Programs:

- Staff performed complete maintenance on 58 fire hydrants.
- Staff completed 14 connections to town utility system.

- Staff completed 4 water leak repairs.
- Staff responded to 572 requests to locate utilities (Miss Utility).

TOWN OF LEESBURG

Full-time vacancies as of January 14, 2005

Department	# Vac	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
<i>Airport</i>	1	Maintenance Worker-III	11/15/04	√	√	√	√	√	√
	1	Maintenance Worker-II	1/14/05	√					
<i>Eng & PW</i>	1	Sr Engineer – Plan Review(readvertise 7/23/04)	7/1/02	√	√	√	√		
	1	Sr Engineer-Stormwater Management	7/1/04	√	√	√	√		
	1	Chief of Engineering	11/30/04	√	√				
	2	Maintenance Wrkr. III	1/1/05	√	√	√			
<i>Human Resources</i>	1	MPA Management Intern	12/20/04	√					
	1	HR Generalist	11/15/04	√	√	√	√	√	√
<i>PZ&D</i>	1	Sr. Planner Historic Preserv	1/11/05	√					
<i>P&R</i>	1	Recreation Program Spvsr.	12/05/04	√	√				
	1	Aquatics Supervisor	12/24/04	√	√				
	1	Asst. Aquatics Supervisor	1/10/05	√	√				
	1	Custodian	01/11/05	√	√				
	1	Administrative Associate I	12/23/04	√	√				
	1	Recreation Proj Coordinator (Reg. Part-time)	12/22/04	√	√				
	1	Recreation Program Supervisor (Outreach Prgm)	1/14/05	√					
	1	Asst. Recreation Program Supervisor (Outreach Prgm)	1/14/05	√					
	1	Fitness Supervisor	1/14/05	√					
<i>Police</i>	1	Police Officer	7/1/04	√	√	√	√	√	√
	2	Communication Technician	11/15/04	√	√	√			
<i>Util Admin</i>	1	Senior Engineer	7/1/02	On hold					
<i>Util Lines</i>	1	Office Associate I	12/3/04	√	√	√			
<i>Util. Mainten.</i>	1	Utility Maint. Mechanic	12/15/04	√	√	√	√	√	
<i>WPCD</i>	1	Utility Plant Operator	11/2/04	√	√				
<i>Water Treatment</i>	1	Utility Plant Operator Trne	11/25/04	√	√	√	√	√	√
<u>TOTAL</u>	21								

*On hold = Department is not actively recruiting this position.

**Frozen = Department has identified this position to remain vacant for the rest of the fiscal year for budgetary reasons.

John A. Wells